

SEMESTER ABROAD PROGRAMME

CALL FOR APPLICATIONS FOR AWARDING MOBILITY 2022-2023

FOR UNDERGRADUATE STUDENTS AND POSTGRADUATE STUDENTS OF:
- HOSPITALITY AND TOURISM MANAGEMENT

Period for presenting applications on-line:

Opening date: 19/01/2022 – 10.00

Closing date: 04/02/2022 – 17.00

WHAT IS THE SEMESTER ABROAD PROGRAMME

The Semester Abroad Programme allows students to take mobility periods in both European and Non-European countries. It is half-yearly mobility, an academic term or mobility aimed at achievement of a double degree.

IULM University has stipulated agreements for the mobility of students with the universities listed in the annexes (**Destinations**).

Unlike the Exchange Programme, this is a **fee-paying programme**: **students are required to pay the university fees required by the host university. Since this is a mobility programme, students will still have to keep the IULM registration for the mobility period, with the payment of fees.**

The programme cannot take advantage of the mobility grants allocated by the MUR, but the university makes some **scholarships of merit available** (see annexes Destinations), considering that the amount of the scholarships is still to be approved by the academic committees.

In addition, the IULM Right to Study Office assigns an integration to the mobility to students who are eligible for the Regional Scholarship and who carry out a period of mobility abroad; therefore, interested students are invited to apply both for Regional Scholarships and for the related integrations for mobility, by submitting an application to the Right to Education Office.

NB. By choosing the host university it has to be noted that not all programmes are compatible with all destinations.

The agreements activated by IULM University for mobility for study purposes are listed in the annexes "**Destinations**", divided into degree course. Here you will find requisites for each destination, deadlines, costs and mobility periods.

Before applying, each student is required to carry out independent research to collect information about the various destinations by browsing the web pages of the partner universities in order to make a reasoned choice regarding the most suitable locations for their language level and their aspirations. In the Community, **TUTOR REPORTS** for some of the universities are available, i.e. short reports concerning partner universities, written by former students in order to describe their experience.

In choosing the destinations, students must take into account the limitations listed in the specific tables:

- duration of period of study
- year and semester of the mobility
- courses
- compulsory level of language knowledge required by the host university (local language and/or vehicular language)

The integral call for applications, the destinations and the relevant updates can be found in the section:

- **COMMUNITY IULM => categorie di corso, didattica e servizi => formazione, servizi, opportunità => mobilità internazionale.**

ELEGIBILITY REQUIREMENTS

Applicants must be regularly enrolled – as non-final year student – both in the academic year during which they apply and in the academic year during which the mobility takes place. **Students enrolled as “fuori corso” or not in compliance with enrolment requirements for the academic year 2021-2022 are not eligible to apply.** Students attending their 3rd year in the academic year 2021/2022 must enrol to the 1st year as “fuori corso” during the academic year 2022/2023 in order to

carry out a mobility period for study purposes – exams taken abroad will not be recognized in absence of a regular enrolment in subsequent years of coursework.

- **It is not possible to apply in the 3rd year of Bachelor's degree and carry out a mobility period in the 1st year of Master's degree.**
- **Students who have already carried out two semesters abroad in the same course of studies, cannot apply for any other mobility programs during the same course of studies.**
- **Students who have already done a semester mobility cannot submit an application for the double degree with the Dublin Business School.**

LANGUAGE PROFICIENCY

Semester Abroad universities require specific language certifications, stated in the annexes (destinations). Certificates can't be submitted later than the deadlines set in the call for applications. Please note that certificates issued for more than **two years** before will not be considered valid. Certificate should be valid when the students start mobility.

If, according to the annex "Destinations", students enrolled in a specific degree course are exempted from submitting a language certification, they will be required to upload the "Declaration of Exemption", which can be downloaded from the Community.

APPLICATION PROCEDURE

NB: For Exchange and Semester Abroad Programmes, students will have to fill in ONE application form, verifying they have all the requisites for all the chosen destinations (see the destination forms for your degree course).

Students wishing to apply must send the online application form entering "Segreteria online", "Bandi mobilità", considering the following::

1. choose up to 4 universities among those indicated for their own degree course **both for the Exchange and Semester Abroad Programmes**, verifying possible limitations indicated in the Destinations (required language level, mandatory language certifications for admission, acceptable academic year, etc.)
2. Enter the chosen destinations in the applications **in strict order of preference**;
3. Upload the international certification or the declaration of language proficiency;
4. Download the receipt of the application.

RANKINGS AND CONTRIBUTIONS FOR MOBILITY

The ranking list is based on **merit**, i.e. academic results already achieved by students in terms of "average marks + academic record" (number of credits gained in relation to the current academic year). Ranking will be drawn up at the end of February, after the Students' Secretariat has listed all the exams taken during the winter session, that will end on February 5th 2022. Students are specifically requested to check their records online, report any discrepancies to the **students' secretariat** and ask for the details to be updated.

For students enrolled in the 1st year of Bachelor's, the final high school score (maturità) will also be used for assessment; for students enrolled in the 1st year of Master's, the final Bachelor's score will also be used for assessment.

CALCULATION OF SCORE

Students enrolled in the 1st year of Bachelor's or in the 1st year of Master's	Students enrolled in the 2nd or 3rd year of Bachelor's
50% => Final high school score (maturità) or final BA score 25% => percentage of realization Number of credits gained 25% => percentage of merits Arithmetic mean of registered marks expressed as a score out of 30	50% => percentage of realization Number of credits gained 50% => percentage of merits Arithmetic mean of registered marks expressed as a score out of 30

ASSIGNMENT OF DESTINATION

The score and the positioning of the student in the ranking will be **automatically calculated by the application platform** based on the data registered in "carrierà"; also the destination is automatically assigned by the system based on the positioning on the ranking, the number and the order of preferences indicated by the candidate and the availability of the places. If two students achieve the same score and it would not be possible to assign a destination for both of them, the student with a lower contribution band gains priority.

The system does not assign destinations if the student didn't specify them among his/her preferences, even if there are destinations left.

For this reason, students are invited to specify as many preferences as possible, depending on their linguistic requirements, and at the same time, to NOT insert destinations that they are not going to accept if assignee.

The management of the process is totally automated; therefore, students are invited to pay close attention while entering both destinations and their order of preference, because once closed it will not be possible to modify the provided choices.

IULM University checks in advance that the educational offer of the hosting universities is compatible with the Study Plan of the degree course; however, in the event of substantial changes to IULM academic offer or to the partner academic offer not known at the time of publication of the call for applications, the destination may be changed after assignment in agreement with the student. Partner universities can confirm available courses up to one month before the courses start.

PUBLICATION OF THE RANKINGS

Unless there are variations in the date for technical reasons, the rankings will be published from:

Wednesday February 25th 2022 - 5 pm

The student can check the assigned destination entering in his/her "segreteria online" profile, in "Bandi di Mobilità"; to accept or refuse the destination the student should click on it.

No personal communication will be sent to assignees – candidates should check independently which destination was assigned to them and accept or refuse it, strictly by the deadline.

Students that applied for different mobility calls for applications (Erasmus +, Exchange / Semester abroad) and they have turned to be assignee for more than one programme, must accept just ONE DESTINATION and refuse the others. It is not possible to accept more than one destination.

LAST TERM TO ACCEPT OR REFUSE THE ASSIGNED DESTINATION: WEDNESDAY, MARCH 2ND 2022 – 5 pm

- The non-acceptance/refusal of the assigned destination within the set deadline is **definitive**; it will not be possible to re-assign the destination for any reason.
- Non-accepted destinations will be given to the first eligible non-assignee candidate in the ranking.
- In the event of refusal or no confirmation of acceptance by the student entitled to the place by the deadline, his/her place will be given to the first **eligible non-assignee candidate** in the ranking.
- In the event of late refusal (after accepting), the destination of that student will be assigned **exclusively** to the first **"eligible - non-assignee"** according to the ranking. Refused places **will not be reassigned** to students assignee of other destinations. The reassignment of late refusals will be carried out in accordance with the administrative timescales and deadlines of the universities.

SCHOLARSHIPS

For each destination, IULM University grants a scholarship for the first student in the ranking for her/his degree course (the first 2 students for the double degree with DBS). The other students considered eligible in the ranking, can still participate in the programme, but without any grant. For the academic year 2022/23 the amounts of the scholarships still have to be approved by the academic committees.

In order to receive the contribution, the students should have acquired at least 6 credits per semester. Exceptions may be considered in case of serious reasons.

According to the "REGULATIONS FOR UNIVERSITY FEES AND CONTRIBUTIONS ACADEMIC YEAR 2022/2023", "For foreign students who will participate to a Dual Degree program in the academic year 2022/2023, which comprises the payment of a contribution to the foreign university partner shall be granted a partial reduction of 50% (fifty) on university fees and contributions for the first year of enrolment in the academic year 2022/2023, regardless of the contribution band allocated.

VISAS AND OTHER REQUIREMENTS

Students are required to inquire in advance and independently on legal formalities to be completed in order to stay in the chosen country (entry visa, any required vaccinations and medical examinations). Moreover, many countries require precise guarantees from students regarding their economic condition, which must be such as to ensure livelihood during their stay, in compliance with the standards settled by the local government. **The office is in no way responsible for any withdrawals during the stay due to unfulfilled requirements or missing legal documentation needed to remain in the chosen country.**

BORSE INTEGRATIVE REGIONALI (REGIONAL SUPPLEMENTARY GRANTS) – SOURCE: IULM RIGHT TO STUDY OFFICE

Students applying for the 2022/23 **regional scholarship** at the IULM Right to Study Office may apply for a further regional contribution for "Integration for International Mobility". Interested students are therefore invited to contact the "*Ufficio Diritto allo Studio*" - mail: dirittoallostudio@iulm.it

COMMUNICATIONS

For the entire duration of the mobility programme, e-mail communications between students and the office must be made exclusively through the following e-mail addresses:

For the Study Abroad Office: studyabroad@iulm.it

For the student: IULM institutional address (nome.cognome@studenti.iulm.it)

The use of personal e-mail addresses is not permitted. All students are required to activate their e-mail address [@studenti.iulm.it](mailto:studenti.iulm.it) prior to completing their online application and to ensure that mail to this address is checked.

The Office shall not be held responsible for any inconveniences or delays in communications arising from students not consulting or using the official e-mail and IULM Community.

DATA PROTECTION

All personal data presented by candidates applying for the Exchange programme are treated according to the EU Regulation 2016/679. The complete privacy statement for international mobility is available on IULM website: https://bit.ly/IULM_mobintprivacy.

AMENDMENTS

These regulations may be subject to changes due to specific indications from the Italian National Erasmus+ Agency or the European Union. The destinations available may also vary due to problems arising at the partner universities or in the respective countries (substantial changes in the partners' training offer, force majeure, security problems, unforeseeable events), or the signing of new agreements.

BEFORE LEAVING

After the definitive closure of the acceptances, the Office will organize information meetings reserved for assignees. Here all the necessary procedures for enrolment at the host university and the recognition of the exams on return will be clarified. Before leaving, assignees will be required to formalize the Learning Agreement, which is the study contract between student, home University and host University. In fact this contract governs the criteria for the recognition of activities carried out abroad and is agreed in advance. The full recognition of all the activities carried out abroad is guaranteed, provided that they are previously agreed and included in the Learning Agreement. Students cannot anticipate exams that are included in subsequent years in the academic career. For example, students enrolled in the second year cannot take third-year exams abroad. It will be the students' responsibility to verify their study plan. The Study Abroad Office cannot under any circumstances intervene to make changes to the students' individual study plan.

COSTS FOR STUDENTS

Students will be required to pay for travel expenses, board and lodging during their stay abroad. The Study Abroad office will not provide indications in this matter: the logistic organization is entirely managed by students themselves. It is at the complete discretion of the host university to offer support for finding accommodation.

INSURANCE COVER

The student has insurance coverage also for civil liability and injury during his/her stay abroad, limited to the period of academic activities and in compliance with legal and administrative provisions of both the home and the host country. The Institute signed the Civil Liability insurance with the company QBE EUROPE SA/NV: insurance number 074 0000026 and the injury insurance with the company GENERALI Italia (former INA Assitalia) – insurance number 360029587 – Master Policy 350036808.

The departing student is advised to provide health insurance coverage for the period he/she will spend abroad.

The Institute signed a partnership with the insurance company AON for those students who want to buy a supplementary insurance that covers healthcare, travel and stay: <https://www.aonstudentinsurance.com/students/it/>

UNIVERSITY FEES AND OBLIGATIONS

Students must be up to date with the payment of university fees in Italy, maintain enrolment during the mobility year and duly carry out procedures provided for by IULM University: payment of enrolment fees for the academic year 2021-2022, compilation of the individual Study Plan by entering the elective courses, and comply with the deadlines and requirements indicated by the Registrar's Office.

Students are also required to pay enrolment fees at the host university, according to the deadlines provided by the partner university.

PAYMENT OF THE GRANT

Grants will be credited exclusively to the current account associated with the Card Ateneo +; assignees are required to activate the Card immediately at the Banca Popolare di Sondrio. No transfers will be made to other current accounts.

ONCE BACK

At the end of the mobility period students will be required to present all necessary documentation to the Study Abroad Office for the purpose of recognition (Certificate of Arrival/Departure, Learning Agreement and subsequent changes in original duly signed by the partner University, Transcript of Records or other official certificates of exams taken abroad). The Study Abroad Office, after appropriate verification of the documentation presented with its partners will establish the recognition procedure which, upon acceptance by the student, will be subsequently ratified by the Faculty Council. All marks for exams taken abroad will be converted into a score out of thirty, according to the tables ratified by the Academic Senate. It will be up to students to refuse the recognition of an exam taken abroad. The renunciation of the recognition of an activity carried out abroad has a definitive and irrevocable value. Only one recognition procedure will be given to each student upon return; partial or incomplete recognition practices will not be initiated for any reason.

Students who expect to graduate at the end of the mobility period must return at least one semester prior to the planned graduation session.

STUDY ABROAD OPTIONS

- **Semester (or term) mobility:** students will spend a period of one academic semester at the host university, taking exams related to the semester attended.

- **Double degree with Dublin Business School:** Corporate Communication and Public Relations students can attend one year or one intensive semester at Dublin Business School, obtaining an Honours Bachelor Degree in Marketing upon passing the required 60 credits. The BA (Hons) is the highest level obtainable in the first level degrees in Ireland and United Kingdom. The initiative is open to students enrolled for the year **2021/2022 in the 2nd year of CCPR** who, by the **June 2022 session**, have acquired the 120 credits in IULM, foreseen for the first two years of the course. Students should not have participated in another semester mobility programme during the same cycle of studies. Fees, requisites and deadlines can be found in the annexes (Destinations).

Students will leave for their third year abroad in September 2022.

Acceptance of the application is at discretion of the Dublin Business School. During the mobility period at the DBS students must pass the required exams, for a total of 60 credits, obtaining the BA (Hons) in Marketing. Upon return, students will complete their studies at IULM discussing the final thesis. Considering the timing for the recognition procedure, students will be able to graduate from the November session.

There is also the possibility of attending all courses planned in an intensive academic semester, from January to August. In this case, the possibility of graduating at IULM university during the November session is not guaranteed, due to technical time required to recognise exams taken abroad.

This call for proposals is reserved for students leaving in September 2022. Students intending to apply for the intensive semester must wait for the publication of the call for applications for the second semester 2022/2023.

Students are invited to check the Institute Guide Lines for mobility published on IULM website > International > Study abroad [Linee Guida d'Ateneo per la mobilità](#)

Further information at the Study Abroad Office

e-mail: studyabroad@iulm.it

phone: 02/891412383

APPROVED WITH RECTORAL DECREE